

Bi-Weekly Payroll and HRIS Calendar Fiscal Year 2025

Below is done well in advance of payroll processing and therefore, subject to change.

Processing dates will be communicated via email to all Time Approvers and Business Managers

August 2024						
S	M	T	W	T	F	S
2024BW16				1	2	3
2024BW17	4	5	6	7	8	9
2024BW17	11	12	13	14	15	16
2024BW18	18	19	20	21	22	23
2024BW18	25	26	27	28	29	30

September 2024						
S	M	T	W	T	F	S
2024BW19	1	2	3	4	5	6
2024BW19	8	9	10	11	12	13
2024BW20	15	16	17	18	19	20
2024BW20	22	23	24	25	26	27
2024BW21	29	30				

2024BW24	17	18	19	20	21	22
2024BW25	24	25	26	27	28	29

December 2024						
S	M	T	W	T	F	S
W25	1	2	3	4	5	6
W26	8	9	10	11	12	13
W26	15	16	17	18	19	20
2025BW1	22	23	24	25	26	27
2025BW1	29	30	31			

February 2025						
S	M	T	W	T	F	S
2025BW3						1
2025BW4	2	3	4	5	6	7
2025BW4	9	10	11	12	13	14
2025BW5	16	17	18	19	20	21
2025BW5	23	24	25	26	27	28

March 2025						
S	M	T	W	T	F	S
2025BW5						1
2025BW6	2	3	4	5	6	7
2025BW6	9	10	11	12	13	14
2025BW7	16	17	18	19	20	21
2025BW7	23	24	25	26	27	28
2025BW8	30	31				

May 2025						
S	M	T	W	T	F	S
2025BW10				1	2	3
2025BW10	4	5	6	7	8	9
2025BW11	11	12	13	14	15	16
2025BW11	18	19	20	21	22	23
2025BW12	25	26	27	28	29	30

June 2025						
S	M	T	W	T	F	S
2025BW12	1	2	3	4	5	6
2025BW13	8	9	10	11	12	13
2025BW13	15	16	17	18	19	20
2025BW14	22	23	24	25	26	27
2025BW14	29	30				

Time Sheets Due (Payroll records are locked at 8am the day after this date)

Employee Business Processes Due

One-Time Payments Due